DOCUMENT RESUME

ED 309 782 IR 052 877

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TITLE Library Collections Development and Maintenance Policies and Procedures Manual.
INSTITUTION Southwest Coll., Hobbs, NM. Scarborough Memorial Library.
PUB DATE 89
NOTE 36p.
PUB TYPE Guides - Non-Classroom Use (055) -- Legal/Legislative/Regulatory Materials (090)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS College Libraries; Higher Education; *Library Acquisition; *Library Collection Development; *Library Material Selection
IDENTIFIERS *Library Procedures

ABSTRACT

This manual for the College of the Southwest (New Mexico) library delineates collection development policies and procedures for library and teaching faculty. The first section deals with collection development and maintenance responsibilities: knowledge of the collection; knowledge of college and course needs; library materials budget allocations; and techniques of materials selection. In the second section, topics related to collection maintenance are discussed: withdrawal of materials; replacement, repair, and rebinding; replacement copies; reclassification of the Dewey collection; and withdrawal procedures. Gift books, including gift material acceptance, exchange lists, and disposition, are addressed in the third section. The fourth section covers procedures for replacing copies, including technical services, and book selector and college librarian responsibilities. Guidelines for the evaluation of the book, serials, and journal collections, as well as for creating desiderata lists, are provided in the fifth section. The final section discusses two special collections--the Southwest Heritage Collection and the State Textbook Adoption Center Collection. (MES)

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Scarborough Memorial Library
College of the Southwest

LIBRARY COLLECTIONS DEVELOPMENT AND MAINTENANCE POLICIES AND PROCEDURES MANUAL

1989

Submitted by

Richard Tubesing
College Librarian

IR052877

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ABSTRACT

Collection development and maintenance policies and procedures must accurately reflect the mission and current curriculum if library resources are to effectively meet the needs of students and faculty. This is particularly true for a small independent institution located in a rural area. Here each collection development decision is a very important one.

This policies and procedures manual delineates library and teaching faculty responsibilities in determining departmental allocations, as well as general criteria for both book and journal selection, evaluation and withdrawal. The six sections of the document deal with: collection development and maintenance responsibilities; collection maintenance; gift books; replacement copies procedures; guidelines for collection evaluation; and special collections. Each of these sections is subdivided and outlines criteria for making decisions on specific materials and procedures for implementing those decisions. Subsections include such topics as techniques of materials selection, replacement copies, gift and exchange materials and desiderata lists.

Emphasis is placed throughout the manual on the interdependence of librarians and teaching faculty in developing and maintaining strong and institutionally relevant collections.

This document has been endorsed by the College Academic Council.

TABLE OF CONTENTS

Abstract

Introduction 1

I. Collection Development and Maintenence Responsibilities

A. Knowledge of the Collections 3
B. Knowledge of College and Course Needs 3
C. Library Materials Budget Allocations 4
D. Techniques of Materials Selection 5

II. Collection Maintenance

A. Withdrawal of Materials 6
B. Replacement, Repair and Rebinding 8
C. Replacement Copies 11
D. Reclassification of the Dewey Collection 11
E. Withdrawal Procedures 12

III. Gift Books

A. Gift Material Acceptance 13
B. Gift and Exchange Lists 14
C. Disposition of Gift Materials 14

IV. Replacement Copies Procedures

A. Technical Services Responsibilities 16
B. Book Selector Responsibilities 16
C. College Librarian Responsibilities 17

V. Guidelines for Collection Evaluation

A. Evaluation of the Book Collection 20
B. Evaluation of the Serials Collection 22
C. Evaluation of the Journal Collection 23
D. Desiderata Lists 23

VI. Special Collections

A. Southwest Heritage Collection 24
B. State Textbook Adoption Center Collection 27

Concluding Note 29

Appendices

INTRODUCTION

While final responsibility for establishing book selection policies and setting collection development parameters ultimately resides with the College of the Southwest academic administration, the College Librarian, with the assistance of faculty book selectors, is directly responsible for building, maintaining and expanding the library's collections so that they reflect and support the teaching, research and service goals of the College.

To this end, all persons involved in collection development should be familiar with this policies and procedures manual, have a thorough knowledge of the existing collections and of the needs of the curriculum. Skill in the techniques of materials selection is essential. Also essential is an understanding of the Library's policies and procedures for disposition of gift books, adding replacement copies, repair, rebinding and retention decisions. In addition, collection development personnel need to be able to perform evaluation studies of sections of the collection for purposes of accreditation, for program review and expansion and in other situations requiring a determination of collection adequacy. These areas of responsibility and the duties associated with them are described below.

I. COLLECTION DEVELOPMENT AND MAINTENANCE RESPONSIBILITIES

The College Librarian serves as both Chief Bibliographer and Collection Development Coordinator. All full-time faculty provide support for collection development and evaluation within their areas of subject expertise for both materials selection and retention. The College Librarian provides the book selectors with appropriate bibliographic information, including book reviews, advertisements and bibliographies on a regular basis. In addition, the College Librarian has primary responsibility for selection of reference, special collections and all other subject areas not covered by the individual book selectors. While part-time faculty do not have any direct responsibility for book selection, their advice may be asked by book selectors. All Library materials purchase requests made by part-time faculty will be routed through the faculty book selector for evaluation before being routed to the College Librarian for action.

The College Librarian sees that materials selected are typed on standard College of the Southwest purchase requests forms and forwarded to the Business Office, through the Vice President for Academic Affairs. The College Librarian is responsible for the maintenence of all Library order and processing files and to see that the total amount of materials orders remain within Library budget parameters.

The College Librarian informs book selectors when materials they have selected are received.

A. KNOWLEDGE OF THE COLLECTIONS

Book selectors are expected to understand the present scope of the Scarborough Memorial Library and the Thelma A. Webber Southwest Heritage Room Collections and their relationship to the academic programs offered by the College. In addition to the traditional book materials, selectors need to have familiarity with the range of formats acquired by the Library. This includes journals, serials, government documents, microforms and atlases. While knowledge of the collection by means of the card catalog, the Serials Record and associated indexes is important, book selectors also need to physically inspect and study the collection itself. Book selectors should periodically evaluate assigned collection areas in accordance with standard evaluation procedures: see "Guidelines For Collection Evaluation", pages 18-24.

B. KNOWLEDGE OF COLLEGE AND COURSE NEEDS

Book selectors serve as liaison between the Library and academic programs and courses in matters pertaining to collection development and evaluation. Therefore, selectors need to be aware of changes in academic

emphasis and of part-time faculty needs for particular courses. Through careful study of the College catalog, course syllabi, new degree proposals and new courses offered, book selectors can continue to shape Scarborough Memorial Library and Southwest Heritage Room Collections so that they will continue to support the academic programs and courses currently offered by the College: see "Guidelines For Collection Evaluation", page 18-24.

Closely related to the liaison function is an understanding of the purpose of the library allocation for retrospective purchases. Book selectors should keep abreast of the current status of this allocation and consult with the College Librarian from time to time regarding its utilization.

C. LIBRARY MATERIALS BUDGET ALLOCATIONS

Upon receipt of the "Library Annual Budget," the College Librarian will meet with all faculty book selectors to sub-allocate the budget by publishing format (book and journals) and by discipline. These sub-allocations will vary from year to year since the following factors are taken into consideration:

1. Changes in the curriculum, especially new degree programs and new courses offered.

2. Areas of strength and weakness in all collections.
3. Recent publication trends.
4. Special interests and needs of individual faculty members.

Should the College Librarian and book selectors not be able to agree on what all consider an equitable sub-allocation of the materials budget, they will meet with the Vice-President of Academic Affairs for advice.

D. TECHNIQUES OF MATERIALS SELECTION

To carry out their responsibilities for collection evaluation, development and maintenance and to meet course needs, skill in book selection techniques is essential. For current materials, book selectors must have a basic understanding of the CHOICE card system. They are expected to review titles appearing on CHOICE cards and make recommedations as to specific purchases. When questions arise concerning the relevance of highly specialized titles for courses they do not personally teach, book selectors may consult with the College Librarian and/or appropriate part-time teaching faculty. An awareness of academic areas not covered in depth by CHOICE cards (such as education, business and religion) will further aid selectors in monitoring the collection for related title which otherwise might be missed.

For retrospective materials, book selectors should use national, trade and subject bibliographies. They are expected to review publishers' and dealers' catalogs, and advertisements for new offerings, especially for local publications, reprints and out-of-print titles. Most of these are not covered by the CHOICE cards. Such catalogs and advertisements will be routinely routed to appropriate book selectors by the College Librarian. Book selectors will return such materials, appropriately noted, when desired titles are located. Otherwise, these materials may be discarded by selectors. Cognizance of current book selection aids will assist selectors in making decisions as to a specific title's value for the collection. This is particularly true for expensive key materials, such as reference books, which may require special consideration. To order books and other printed materials not automatically reviewed on CHOICE cards, or contained in routed publishers' advertisements and catalogs see "Book Title Selection Form", Appendix A.

II. COLLECTION MAINTENANCE

A. WITHDRAWAL OF MATERIALS

Most of the materials in the general collection of the College of the Southwest are retained. However, such considerations as discontinued academic programs, cost

of maintaining materials no longer useful and space limitations may necessitate the withdrawal of certain kinds of materials. The background and skills needed for making withdrawal decisions closely parallel those required for performing collection development responsibilities: see "Collection Development And Maintenance Responsibilities", pages 2-6. In addition, book selectors will always consult the College Librarian in the event that possible first or limited editions or otherwise rare books are identified. When making withdrawal recommendations, special emphasis should be placed on the following considerations:

1. Consider for retention:

    a. Landmark publications, standard titles and primary source materials.
    b. Bibliographies, indexes, catalogs and other publications of long-term reference value.
    c. Materials listed in special bibliographies, indexes or catalogs.
    d. Items of local and regional importance.
    e. Specific items related to known interests of the College and general community.
    f. Titles, including duplicates, with a significant circulation history when it can be determined.

2. Consider for withdrawal:

   a. Titles duplicated in the library in other formats such as microforms or reprints.
   b. Titles superseded by cumulative editions such as indexes or abstracts, or included in unabridged editions.
   c. Separates, offprints or reprints when the same information is available in a bound volume.
   d. Multiple copies unless needed to meet current or anticipated circulation demands.
   e. Textbooks.
   f. Books written in foreign languages.
   g. Titles supporting discontinued academic programs.
   h. Early editions of works poorly printed or printed on disintegrating paper, unless scholarly information such as notes, introduction, editorship or publisher warrants retention.

B. REPLACEMENT, REPAIR AND REBINDING

Decisions regarding replacement, repair and rebinding of titles already in the collections are also a function of Collection Maintenance. A section of shelving in the Processing Department is reserved for material requiring such decisions. While the College Librarian will

routinely handle these matters, such titles can come to the attention of book selectors in two ways:

1. The selector may discover these volumes while routinely evaluating assigned sections.
2. They may also be routed from the Circulation Desk when damage or defects are noted.

The following options for disposition of worn or damaged volumes will be reviewed by book selectors:

1. Is the title still needed in the collection? If not, marked "Withdraw" on the Title Decision Form and place it in the book which will be given to the College Librarian: see Appendix A.
2. If the book is needed and can be repaired, it should be noted on the Title Decision Form and both given to the College Librarian. If the book cannot be repaired the book selector will then consider recommending replacement.
3. If repair is simply a matter of obtaining missing pages, note "Replacement pages" on the Title Decision Form and give the volume to the College Librarian. The College Librarian will make arrangements with Interlibrary Loan for securing the missing pages.

4. If the title is needed and repair is not feasible, replacement procedures should be initiated. In-print items can be replaced with comparative ease. Since replacement of out-of-print titles is a slow and expensive process, careful consideration should be given to repair and/or rebinding. If it is suspected that the copy was defective when received, route the copy to the College Librarian who will request a replacement from the publisher. In any case, appropriate action should be noted on the Title Decision Form and both the form and the volume given to the College Librarian. Information such as title, author, edition required, price, prioritiy, publisher, date published, ISBN, etc., should be noted.

5. If the body of the text is usable, but the cover or spine are damaged or deteriorating, the Title Decision Form should be noted "Repair/Rebind". If doubt exists as to the feasibility of rebinding, the College Librarian should be consulted.

6. In cases where the title is exceptionally important and neither replacement, repair nor rebinding is a workable solution, the College

Librarian should be consulted as to appropriate special conservation measures.

C. REPLACEMENT COPIES

Book selectors will evaluate the importance to the collection of lost or delinquent titles routed to them by the College Librarian. They will consult with the other faculty member when making this decision: see "Replacement, Repair And Rebinding," page 8.

D. RECLASSIFICATION OF THE DEWEY COLLECTION

While reclassifying the Dewey Collection is desirable, higher priority is assigned to cataloging and providing access to new books and gift materials. The basic reason for reclassing the Dewey Collection is convenience for library users. However, reclassification also provides an opportunity to weed out inappropriate, obsolete or duplicate material and to repair, restore and upgrade the the physical condition of materials retained: see "Replacement, Repair And Rebinding," page 8.

Every book to be reclassed is first reviewed by a book selector to determine whether the item is to be retained or discarded. These decisions are then reviewed by the College Librarian. Should there be a difference of

opinion concerning the retention of a particular volume, the College Librarian will discuss the matter with the appropriate book selector. In most cases, should either party recommend retention the volume will be retained and reclassified.

E. WITHDRAWAL PROCEDURES

1. When a decision to withdraw a given title is made, the book selector communicates this to the College Librarian by marking "Withdrawal" on the Title Decision Form and giving both the form and the volume to the College Librarian. Title Decision Forms should be initialed and dated by the book selector, then placed in the book so that the top of the form projects above the cover of the book.
2. Notes to the College Librarian can be penciled on the Title Decision Form to explain a withdrawal decision. Examples are "later edition in LC" (with the LC call number), "replacement copy ordered" or "textbook."
3. When review of a subject section is complete, other appropriate members of the faculty are invited to reevaluate all books marked for withdrawal. They should indicate their agreement or disagreement with the book selector's decision on the slip then initial

the Title Decision Form in the appropriate place. The College Librarian will make the final decision as to whether or not a book will be retained, but any faculty objections to a withdrawal by a faculty member will be given most serious consideration and in most cases the volume retained if the physical condition of the volume permits retention.

III. GIFT BOOKS

The Scarborough Memorial Library operates within a very restricted materials budgets. Acquisition of materials is highly selective and geared largely to the support of courses currently offered. Consequently, gift materials are significant as a means of providing older titles, many of them out-of-print, difficult to locate and expensive. This has proved of most importance in the humanities areas, but some significant material is received for almost every subject area in the course of a year. Further, gift books serve as replacements for badly worn or missing titles. They also provide added copies for frequently used titles.

A. GIFT MATERIALS ACCEPTANCE

All offers of gift materials are routinely referred to the College Librarian. Gifts of material located on the campus are generally accepted without reservation. The

donor is asked to bring in the materials. If assistance is required in transporting material to the Library, the donor will make the arrangements. If boxes are needed, they can often be provided by Library Technical Services. Gifts from off campus sources brought to the Library are treated as on campus materials. However, large off campus collections requiring special transportation are inspected on site, if possible, by the College Librarian for selection of relevant materials.

B. GIFT AND EXCHANGE LISTS

Gift and exchange lists are frequently received by the College Librarian who routinely contacts appropriate book selectors for recommendations on the particular titles available. Since gift and exchange requests are honored on a first-come-first-serve basis, consultation with book selectors is not always feasible. The College Librarian is responsible for seeing that shipping charges are reimbursed to the donating institution.

C. DISPOSITION OF GIFT MATERIALS

Book selectors may be asked to assist the College Librarian in making decisions as to gift materials disposition. Gifts are first sorted by type of material. Books and other materials are judged as to whether they

are desirable additions to the collection. The basic criteria are the same as for new purchases, with emphasis placed on physical condition. Rebinding or repair should be considered when the material warrants. If a title is deemed appropriate to add to the Library's collection it is sent to Technical Services for searching and automatically added to the appropriate collection if that title is not already owned. If the gift title is a duplicate, the College Librarian, with the assistance of the appropriate book selector, decides whether an additional copy is needed.

Titles not to be added, including unneeded duplicates, are disposed of in several ways. First refusal of appropriate material is given to Pannell Library, New Mexico Junior College. Materials in general subject areas are offered to the Hobbs Public Library, the Lovington Public Library and the Eunice Public Library. Selected items may be sent to the Gifts and Exchange Program of the West Virginia Library Commission for exchange.

Items not disposed of by these means are put up for sale at a nominal price with a few items of obviously greater value being individually priced by the College Librarian. Materials not sold are donated to the Salvation Army,

with the exception of items deemed unsaleable which are boxed, sealed and discarded.

IV. REPLACEMENT COPIES PROCEDURES

Book selectors are responsible for deciding which lost or delinquent titles should be replaced. Information on lost or delinquent titles will be routed to appropriate book selectors by the College Librarian. Procedures for evaluation of these titles and the routing of information about them are as follows:

A. TECHNICAL SERVICES RESPONSIBILITIES

1. Technical Services will check the shelf list for holdings and note additional copies, if any. The College Librarian may also suggest alternate titles available in subject area.
2. If there is no shelf list card, go to the author/title catalog for the full bibliographic description.
3. Recheck the stacks since the volume may have been returned after the initial search was completed.

B. BOOK SELECTOR RESPONSIBILITIES

1. Make a judgement as to the value of the book to library users. Factors to consider include:

a. Presence of additional copies, other editions or alternate titles in the circulating collection.

b. Frequecy and recency of circulation when this can be determined.

c. Favorable appraisals of the title in selection tools, scholarly journals or appropriate standard bibliographies.

2. Note on a Title Decision Form placed within the volume if the title is to be replaced or not to be replaced. Return the volume to the College Librarian for appropriate action.

C. COLLEGE LIBRARIAN RESPONSIBILITIES

1. The College Librarian will review the decisions and will:

a. Return the titles not to be replaced to Technical Services to clear their records.

b. Route to the Library Secretary the titles to be replaced.

2. Technical Services will search all materials order requests. The Library Secretary will type all Purchase Requests. The College Librarian will authorize and sign all such requests, indicating

which book selector recommended action, if appropriate.

a. Available titles will be ordered within budgetary limitations.

b. Unavailable titles will be returned to the College Librarian for a decision whether or not to search the out-of-print market. Book selectors may be consulted on this decision.

3. The College Librarian will review the out-of-print titles.

a. The College Librarian will return titles to be searched on the out-of-print market to Technical Services for further processing, if appropriate.

b. The College Librarian will forward information about titles not to be replaced to the appropriate book selector and to Technical Services so that they may clear their records.

V. GUIDELINES FOR COLLECTION EVALUATION

Collection evaluation is the process of assessing the quality of a specific library collection. Quality is the utility or benefit of that collection to the programs of the institution; that is, to the library's patrons and their

work. In an academic library the rationale for the collection lies in its relation to the requirements of the institution's programs of teaching and research.

These programs, and even more the persons who implement them in varying ways, are always changing and there is a continuous production of new library material in all fields. Consequently, collection development is an on-going process and there is a continuing need to evaluate specific portions of the collection. A useful by-product of the collection evaluation process is a more detailed knowledge of library holdings. This added knowledge will contribute not only to improved collection development skills for book selectors, it will enhance their teaching and bibliographic instruction proficiencies as well.

Since collection evaluation procedures are of necessity time consuming, they are usually undertaken in response to some specific felt need. Most common are direct user observations on the adequacy of the collection. Sometimes the pattern of interlibrary loan requests may indicate a need to strengthen the collection in a specific subject area. The intensity of of general interest in a topic may require verification that sufficient material is available; however, this kind of pressure is more commonly associated with public, rather than with academic libraries.

It is necessary within each discipline for collection development personnel to keep abreast of changes in emphasis in the field. Moreover, they must be aware of specific alterations in scope of the courses actually offered, the level at which those courses are taught and with the different teaching methods used. An understanding of specific areas of current faculty and student research is also necessary. Some methods for undertaking such an analysis of need are enumerated below:

A. EVALUATION OF THE BOOK COLLECTION

1. Personal Inspection

The simplest and oldest method of evaluating a book collection is personal inspection. This can mean either an examination of the books on the shelves or an examination of the shelf list. The shelf list approach, of course, provides an overview of the entire collection. Shelf inspection, accompanied by an examination of tables of contents, illustrations and prefaces, gives the book selector a detailed understanding of the worth of individual items. In terms of the evaluation process the personal inspection method is effective when, and only when, the evaluator has a background in the subject solid enough to make valid quality judgments on the

contents of the material examined. Evaluation assistance will be sought from the College Librarian and/or part-time faculty as appropriate.

2. Acquisitions Programs

If a substantial part of the required literature in a particular discipline is lacking, a desiderata list can be produced and an acquisitions program begun to remedy the situation. Needless to say, the quality of the result is dependent upon the original choice of the bibliographies, indexes, etc., to be checked and care should be taken to assure that the bibliographic materials utilized are central to the field under consideration.

3. Checklist Methods

The most common method of evaluation is to check a standard bibliography against the public card catalog, with items not found becoming a desiderata list.

A variant is the sample check, wherein every fifth or tenth item of a standard list is checked. This produces a statistical measure of adequacy, rather than a list of needs. Thus, it can be stated that the library has a given percentage of the material on the list and a decision made as to appropriate remedial action.

B. EVALUATION OF THE SERIALS COLLECTION

1. While all of the above evaluation methods can also apply to serial holdings, the basic method for evaluating serial holdings is to check for titles covered in the standard indexing and abstracting services for the discipline. Highly specialized bibliographic services provide almost no selectivity in titles included since their aim is to be comprehensive and complete. Consequently, the acquisition of all material indexed in highly specialized bibliographic services is neither practical nor desirable.
2. For very narrow fields, specific articles rather than indexes may provide a more precise basis for evaluation. Recent articles of importance are first identified and their bibliographies checked against the periodical collection to determine which titles cited are owned by the library.
3. Recent issues of a relevant annual review series can provide some assistance in identifying specific material wanted for the collection but usually the primary value of annual review series lies in providing a quick way of expanding or updating the background of collection development personnel.

4. While all of the above methods are most useful for assessing serial holdings, they may be applied to evaluating book collections.

C. EVALUATION OF THE JOURNAL COLLECTION

While all methods and techniques of evaluation for books and serials also apply in the evaluation of journals, certain other considerations merit serious attention:

1. Specific indexes and abstracts available in-house which provide access to the journal titles under consideration.
2. The current and retrospective journal holdings of Pannell Library and Hobbs Public Library, both of which are located nearby and have open-door policies.
3. Our retrospective holdings of the specific title under consideration.
4. Our current and retrospective holdings in the field or discipline under consideration.

D. DESIDERATA LISTS

Items not found in checking a bibliographic source are the basis for a desiderata list. However, such raw data requires careful editing to create a useful acquisitions list. There are five primary factors to be considered before including an item on a desiderata list.

1. Currency -- is the material still important, or only of historic interest?
2. Relevancy -- do the specific activities at this institution indicate a need for the item?
3. Language -- can the material be understood by the prospective users, both faculty and students?
4. Availablility -- is the material easily procured, or only to be acquired after a long and expensive search?
5. Cost -- is the material worth the price in terms of both prospective need and the financial resources available?

VI. SPECIAL COLLECTIONS

A. SOUTHWEST HERITAGE COLLECTION

All books, regardless of specific subject matter, which relate to New Mexico, West Texas, Arizona and/or the Four Corners region are housed in the Thelma A. Webber Southwest Heritage Room. All books by New Mexico authors, except textbooks, are also housed here whether or not the subject matter relates to the Southwest.

1. Rare Books

While most Southwest Heritage Collection materials circulate, rare or fragile items (including manuscripts, photographs, ephemera and all rare

books) must be used in-house and are kept in locked cases in this room. An item may be deemed rare due to scarcity, being a first or an early edition of an important title or its great monetary value.

2. Book Selection and Collection Maintenance

The criteria for Southwest Heritage Collection book selection are the same as those outlined above. At present no materials from this collection, other than badly damaged or multiple circulating copies, are withdrawn.

3. Memorial Donations

Scarborough Memorial Library receives numerous contributions both in cash and kind in memory of or in honor of local residents. Such donations may be received either in person or through the mail. All monies received are routed to the Business Office according to current College Policy and the President's Office is notified of all gifts, regardless of whether they are in cash or kind.

a. Title Selection

All memorial donations of specific books are accepted and the volumes added to the appropriate collection. Most of the memorial donations are of funds and in such cases the College Librarian selects a title from orders

in process, taking into consideration any preferences of the donor and the amount donated. Since permanency is the primary consideration for most donors, the volume selected is usually for the Southwest Heritage Collection. Unlike the reference and general collections, Southwest Heritage holdings are comprehensive, historical and not subject to routine discard.

b. Acknowledgements

Memorial donors and the families of those so honored receive letters of acknowledgement. Donors also receive a copy of the letter sent to the family: see Appendix C. A bookplate is placed in each volume and a page dedicated to the person memorialized or honored is added to our Librarius Memoriae, a leather bound book that lists donors' names and gift titles.

B. STATE TEXTBOOK ADOPTION CENTER COLLECTION

In 1984-85 Scarborough Memorial Library was designated by the New Mexico State Department of Education as one of eight Regional Evaluation Centers for Instructional Materials. Each year we receive sample copies of all print materials submitted to and approved by the State

Department of Education for consideration for purchase by public schools, kindergarten through twelfth grade. Films and videos are not included in this program.

The public school curriculum is divided into six major groups of subjects. Each year in a six year cycle the State Department of Education accepts materials proposed for one and only one of these major groups.

1. Materials Selection

   Scarborough Memorial Library accepts, short-form catalogs and makes available for circulation all materials received under this program. This material is shelved in the State Textbook Adoption Center. Very occasionally material is received that the publisher requests be returned. In such cases, the College Librarian contacts the publisher requesting that the material be donated to Scarborough Memorial Library, with a letter of authorization sent to us. Should the publisher agree, the material is treated as above. Should the publisher decide not to donate the material in question, the material is housed, uncataloged but available to the public, in Technical Services.

2. Materials Withdrawal

   Every six years one major subject section is superceded by a new group of publications. At this

time the College Librarian, with the assistance of appropriate book selectors, evaluates all superceded materials. Those deemed of lasting value are fully cataloged and added to the circulating collection. All other materials are treated as outlined in the previous sections on the withdrawal and disposition of unneeded titles.

CONCLUDING NOTE

It is hoped that this policies and procedures manual will prove to be a helpful guide to book selectors in understanding their responsiblities and in performing their varied tasks. No attempt has been made to cover all possible departures from the norm nor all the extenuating circumstances which inevitably will present themselves in the course of collection building. Should questions arise, book selectors should always feel free to request assistance from the College Librarian.

APPENDIX A

Book Title Decision Form

Selector's Name _____

Date _____

Please fill out the appropriate sections as completely as possible. Advertisements, book reviews, etc., may be attached.

Information
- Title _____
- Author _____
- Publisher _____
- Publisher Date _____
- Publisher Place _____
- _____
- Hardback/Paperback _____
- ISBN _____

Evaluation Recommendation
- Retain _____
- Replace _____
- Repair/Rebind _____
- Reclassify _____
- Discard _____
- Withdraw _____

Replacement Recommendation
- High Priority _____
- Needed _____
- Low Priority _____

Cataloging Recommendation
- Place on reserve for _____
- _____
- Rush Catalog _____
- Catalog _____

Replacement Pages _____

Place completed form in volume.

Journal Decision Form

Selector's Name _____

Date _____

Please fill out the appropriate sections as completely as possible. Advertisements, book reviews, etc., may be attached.

Title _____
- Current Year
- Keep _____
- Discard _____

Binding Priority Edition
- High Priority Years_____
- _____
- Needed Years _____
- _____
- Low Priority Years _____

Retrospective Years
- Keep _____
- Discard _____

Comments: _____

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Return completed form to the College Librian.

APPENDIX B

(DATE)

John Q. Public
123 Any Rd.
Anytown, USA 12345

Dear Mr. Public:

On behalf of Scarborough Memorial Library, College of the Southwest, I would like to thank you for your recent contribution for the purchase of a book in memory of (JOHN DOE).

The volume selected is (TITLE OF BOOK) by (AUTHOR). This handsome volume will become a part of our (SOUTHWEST HERITAGE/REFERENCE/CIRCULATING) collection. It will serve as a living memorial to (JOHN DOE) educating and enriching the lives of our students, faculty, staff and other members of the community.

A bookplate will be placed in this volume to remind future readers that this volume was presented by you in memory of (JOHN DOE). In addition, a page dedicated to (JOHN DOE) will be placed in our Librarius Memoriae, a leather bound volume which includes the titles and donors names for all gift volumes. We anticipate the book will be on the shelf and ready for use in (MONTH).

We deeply appreciate your helping to build our collection as a way of honoring the memory of (JOHN DOE).

Sincerely,

Richard Tubesing
College Librarian
Scarborough Memorial Library

RT/ndb

APPENDIX C

(DATE)

Jane Doe
987 Easy Street
Anytown, USA 98765

Dear Mrs. Doe:

(JOHN Q. PUBLIC) has contributed funds to Scarborough Memorial Library for the purchase of a book in memory of (JOHN DOE).

The volume selected is (TITLE OF BOOK) by (AUTHOR). This handsome volume will become a part of our (SOUTHWEST HERITAGE/REFERENCE/CIRCULATING) collection, and will serve as a living memorial to your (HUSBAND), educating and enriching the lives of our students, faculty, staff and other members of the community.

A bookplate will be placed in this volume to remind future readers that it was presented in memory of (JOHN DOE) by (JOHN Q. PUBLIC). In addition, a page dedicated to (JOHN DOE) will be placed in our Librarius Memoriae, a leather bound volume which includes the titles and donors names for all gift volumes.

We anticipate the book will be on the shelf and ready for use in (MONTH). We hope you will be able to visit our library and see this memorial to your (HUSBAND).

Sincerely,

Richard Tubesing
College Librarian
Scarborough Memorial Library

cc: (JOHN Q. PUBLIC)

RT/ndb